

FINANCE & ADMINISTRATION COMMITTEE MEETING

Monday August 21st, 2017

MINUTES

Hampden Town Office

Attending:

*Councilor Greg Sirois, Chair
Mayor David Ryder
Councilor Stephen Wilde
Councilor Terry McAvoy
Councilor Mark Cormier
Councilor, Dennis Marble
Councilor Ivan McPike*

*Town Manager Angus Jennings
Assessor Kelly Karter
DPW Director Sean Currier
GIS/IT Kyle Severance
Town Clerk Paula Scott
Resident*

Chairman Sirois called the meeting to order at 6:00 p.m.

1. Meeting Minutes

- a. August 7th, 2017** – *Motion by Councilor Marble seconded by Councilor McAvoy to approve the minutes as written. Motion passed 7-0.*

2. Review & Sign Warrants – *Warrants were reviewed and signed.*

3. Old Business

- a. Proposed Order # 2017-05 to amend the Bid Procedure Guidelines** – *Continued from the August 7th meeting – Manager Jennings summarized the intent of the proposed revisions. Councilor McAvoy noted a discrepancy between purchasing procedures for items less than \$10,000 between Sec. 3 and Sec. 4. Manager Jennings noted that this appeared to be an error. Councilor McPike asked about procedures to remove vendors from the vendor book. Manager Jennings acknowledged that the language as written refers to adding vendors but not removing them, and this could be clarified. It was recommended to table this item until the next meeting to allow these revisions to be made. The Committee agreed.*
- b. Council Resolution #2017-04 to authorize a land swap with Maine Ground Developers** – *Continued from the August 7th meeting – Manager Jennings summarized the proposed land swap, referring*

to two map exhibits in the packet to illustrate the affected land. He said this goes back at least to 2001 but became more pressing due to the pending acceptance of Ammo Park sewer as public. Motion by Mayor Ryder seconded by Councilor McAvoy to recommend Council authorization of Resolution 2017-04 to authorize a land swap with Maine Ground Developers. Motion carried 7-0.

4. New Business

- a. Town Manager's recommendation for award of the 2017 Tax Anticipation Note** – *Chairman Sirois requested to recuse himself due to a conflict of interest. Mayor Ryder made a motion to allow Councilor Sirois to recuse himself, the motion was seconded, and it passed 6-0. Councilor Sirois recused himself from the matter. Manager Jennings summarized the bank interest rate bids received for the TAN, and recommended the Camden National Bank bid as the most advantageous. Motion by Councilor Marble seconded by Councilor McAvoy to recommend Council acceptance of the bid of 1.19% interest from Camden National Bank for the FY18 Tax Anticipation Note. Motion passed 6-0.*
- b. Contract award for the Public Works plow/dump truck and associated equipment to replace truck #13** – *recommended by Sean Currier, Director of Public Works – Director Currier summarized his process to solicit quotes for two plow trucks. He summarized the quotes received, described his follow-up with different vendors to ensure that all bids met specifications, and circulated an updated bid sheet reflecting adjustments to ensure “apples to apples” comparison. He recommended acceptance of the Freightliner bid of \$126,143. Motion by Councilor McAvoy seconded by Councilor Marble to recommend Council acceptance of the Freightliner bid. Motion passed 7-0.*
- c. Contract award for the Public Works plow/dump truck and associated equipment to replace truck # 20** – *recommended by Sean Currier, Director of Public Works – Director Currier summarized his process to solicit quotes for two plow trucks. He summarized the quotes received, described his follow-up with different vendors to ensure that all bids met specifications, and circulated an updated bid sheet reflecting adjustments to ensure “apples to apples” comparison. He said an initial bid came in significantly lower but on follow-up it was verified that the bid was for a two-wheel drive truck when the specification called for four-wheel drive. He recommended acceptance of the Freightliner bid of \$128,228. Councilor McAvoy asked who installs the parts and Director Currier said Freightliner provides the body and chassis to H.P. Fairfield who installs the parts.*

Motion by Councilor Marble seconded by Councilor McAvoy to recommend Council acceptance of the Freightliner bid. Motion passed 7-0.

- d. Request authorization for the expenditure of \$42,315 from DPW Vehicle Reserve (3-717-00) for the purpose purchasing a plow/dump truck for the Department of Public Works – requested by Angus Jennings, Town Manager – Manager Jennings said the request is for the remaining balance in the DPW Vehicle Reserve account, in order to put a down-payment toward Truck #20 with the balance being financed based on the most advantageous terms. Motion by Councilor Marble seconded by Councilor McAvoy to refer to Council a recommended authorization for the expenditure of up to \$42,315 from DPW Vehicle Reserve (3-717-00) for the purpose of purchasing a plow/dump truck for the Department of Public Works. Motion passed 7-0.**
- e. Request authorization for the expenditure of \$1,215.39 from Rec Area Reserve (3-767-00) for the purpose of paying for printing and postage costs associated with promotion of Pool Site Study and upcoming public workshops – Motion by Councilor Marble seconded by Councilor Wilde to refer to Council a recommended authorization for the expenditure of \$1,215.39 from Rec Area Reserve (3-767-00) for the purpose of paying for printing and postage costs associated with promotion of Pool Site Study and upcoming public workshops. Motion passed 7-0.**
- f. Request authorization for the expenditure of \$8,928 from IT Computer Reserve (3-711-00) for the purpose of purchasing a replacement server for the town office – requested by Kyle Severance, IT Specialist – Mr. Severance described that the current server is 4 years old and, while the expected lifespan is 5 years, there have been increasing problems with this unit which supports 20 work stations and 15 users. He said he also needs a proper size server rack. Councilor Marble asked how this relates to cloud based services and Mr. Severance said that due to security all connections to the server must be hard-wired. Councilor McAvoy asked if there is a problem with temperature in the server room but Mr. Severance said no, an A/C unit was added to the server room about 5 years ago. Councilor McAvoy asked if there was residual value to the current server and Mr. Severance said not much but that he would reclaim any parts with continuing value. Motion by Councilor McPike seconded by Councilor Wilde to recommend Council authorization of \$8,928 from the IT Reserve for the purchase of a replacement server for the town office. Motion passed 7-0.**

- g. Request authorization for the expenditure of \$1,823 from IT Computer Reserve (3-711-00) for the purpose of purchasing a server rack and battery backup** – *requested by Kyle Severance, IT Specialist – Motion by Councilor McPike seconded by Councilor Wilde to recommend Council authorization of \$1,823 from the IT Reserve for the purchase of a server rack and battery backup for the town office server. Motion passed 7-0.*
- h. Review of mil rate calculation form and setting the mil rate for 2017/2018** – *recommended by Kelly Karter, Tax Assessor – Manager Jennings summarized the estimated impacts of the recommended 18.4 mil rate, an increase from the prior year's 18.2 rate. Due to changes in the Homestead Exemption, homes taking advantage of the Homestead Exemption would still see their bottom line taxes lowered if their home is valued less than about \$450,000. Houses that do not take advantage of Homestead would see property tax bills increase by \$10 for every \$50,000 in assessed value. Assessor Karter presented her methodology regarding establishing assessed valuations and calculating the mil rate. There were Councilor questions about the minimum/maximum mil rates on the form, the amount and purpose of overlay, and the financial impact of existing TIF agreements. There was a motion by Councilor McAvoy seconded by Councilor Marble to recommend Council commitment of the 18.4 mil rate. Motion passed 7-0.*
- i. Update on the role of the League of Women Voters for the Candidate Forum** – *Manager Jennings summarized the Town Clerk's memo in the meeting packet. Councilor Marble said he thinks this is a good step to take.*

5. Public Comment – *None.*

- 6. Committee Member Comments** – *Councilor McAvoy noted that tomorrow night's public workshop on the pool site was not on the website calendar. Manager Jennings said this was an oversight and that it would be added.*

7. Adjournment

There being no further business, the meeting was adjourned at 6:45 PM.

Respectfully submitted –
Angus Jennings, Town Manager